

County of Gloucester
Human Resources Manual

CHAPTER:	7 – CONDUCT AND PERFORMANCE	ADOPTED: 3/7/06
SECTION:	15 – GRIEVANCES	REVISED:

The following addresses the County’s policy regarding union business and the processing of grievances on County time. Please note that under conditions 1 through 4, it is solely up to each Department Head, within reason, how much time and when union business is discussed.

In order to resolve labor-management problems that arise on the job, employees will be permitted reasonable opportunity to have grievances and appeals investigated and processed by their union representatives during working hours without loss of pay to the employees involved, subject to the following conditions:

- (1) If it is necessary for a steward or other union representative employed by the County to take time away from his or her regular duties in order to handle a grievance or appeal, the appropriate department head (or his/her designee) must be consulted for permission to do so. This also applies to any employee who wishes to consult with a union representative in connection with a grievance or appeal.
- (2) If the employee or union representative can not be spared from the job because of work demands, the department head (or designee) may require that the matter be handled at a different time during the day. In no event will permission be unreasonably denied.
- (3) The above provisions do not apply to situations in which extensive preparation is needed for a grievance or other hearing. Such matters will be handled outside regular working hours.
- (4) It is understood that any employees, including union representatives, who neglect their assigned duties without proper authority may be subject to disciplinary action.